

DEPARTMENT GOALS, OBJECTIVES, STRATEGIC OUTCOMES AND KEY PERFORMANCE INDICATORS

Budget & Finance Department

Goals/Objectives:

- 1 Coordinate with the Town's auditors, provide account reconciliations, and audit schedules to expedite the audit process and reduce the time needed to complete the Comprehensive Annual Financial Report.
- 2 Continue to provide timely financial information and analyses to facilitate the proper administration of the Town.
- 3 Respond to our customer needs with professionalism and with accurate information.
- 4 Ensure financial liquidity to meet normal operating and contingent obligations.
- 5 Coordinate the preparation of the annual operating budget document and adopt the final budget in compliance with State statutory requirements and deadlines.
- 6 Provide informative and timely information to departments.
- 7 Provide training/educational opportunities to Town budget personnel.
- 8 To ensure timely coordination of all procurement functions in compliance with Federal, State and local rules and regulations Town.
- 9 Educate Town employees on the Procurement Process
- 10 Maintain Current Certification and Professional Memberships
- 11 To ensure timely coordination of all payroll functions in compliance with Federal, State and local rules and Town regulations.
- 12 Educate Town employees on the Payroll Process
- 13 Coordinate the preparation of the monthly bills and ensure timely and accurate distribution of bills to customers.

Strategic Outcomes:

- 1a Maintain or improve the Town's current bond ratings. **SP 2, 4**
- 2a Maintain financial reserves of 25% of General Fund budgeted expenditures. **SP 2, 4**
- 3a Maintain Current Certification/State Licenses and Professional Memberships. **SP 2, 4**
- 5a Adopt the Annual Budget in compliance with all TRIM requirements **SP 2, 4**
- 6a Produce Monthly Financial Statements **SP 2, 4**
- 8a High percentage of bid and/or selection committee recommendations ratified by council **SP 1**
- 9a Employees are educated on the Procurement Process **SP 2, 4.**
- 10a Attend relevant trainings/seminars to ensure updated rules and regulations are implemented
- 11a Minimal percentage of payroll corrections **SP 2, 4**
- 12a Employees are educated on the Payroll Process **SP 2, 4**
- 13a Coordinate the preparation of the monthly utility bills and ensure timely and accurate distribution of bills to customers **SP 1, 4**

Key Performance Indicators					
	FY12		FY13		FY14
	Goal	Actual	Goal	Actual	Goal
1a) Maintain or improvement of the Town's current bond ratings	Yes	Yes	Yes	Yes	Yes
2a) Maintaining General Fund Reserves at 25% of Budgeted Expenditures- Per Approved Council Resolution	Yes	Yes	Yes	Yes	Yes
3a) Maintain Current Certification/State Licenses and Professional Memberships	Yes	Yes	Yes	Yes	Yes
5a) Adopting Annual Budget in compliance with all TRIM requirements	Yes	Yes	Yes	Yes	Yes

6a) Produce Monthly Financial Statements	12	12	12	3	12
6b) Number of Budget Transfer Requests – Under \$1,000;	0	18	20	0	20
6c) Number of Budget Transfer/Amendment Requests – Over \$1,000	0	53	60	14	60
8a) Council ratifying 99% of bid selection committee recommendations.	100%	100%	100%	100%	100%
9a) Employees are educated on annual basis on the Procurement Process (Formal or Informal)	Yes	Yes	Yes	Yes	Yes
11a) Percentage of Payroll Corrections Due to Payroll Errors	<2%	1%	<2%	1%	<2%
12a) Timekeepers are educated on annual basis on the Payroll process (Formal or Informal)	Yes	Yes	Yes	Yes	Yes
13a) Number of adjustments made to customers accounts due to billing errors.	*	*	160	27	160
	* Not Applicable				